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STATEMENT OF FUNCTIONS  
SUPPLY DIVISION

1. Receiving, storing, issuing and controlling of Agency Materiel held in ZI Depots, including the performance of surveillance, maintenance, preservation and renovation of such materiel.
2. Maintaining accountability for all materiel in stock and in use in ZI Depots, administrative equipment in use at Headquarters, property in use in Headquarters Controlled Projects, and Agency Detached Stations.
3. Distribution and Redistribution of Agency assets (supplies and equipment) on a world-wide basis for operational support.
4. Determination and accomplishment of appropriate disposal action for excess and unserviceable property on an Agency-wide basis.
5. Formulation, implementation, maintenance, revision and promulgation of supply policies, directives, procedures, methods, and standards for Agency-wide supply activities to provide for maximum efficiency and uniformity in support of operational elements.
6. Determination of requirements, the establishment and maintenance of stock levels for materiel to be carried in Agency depots based on operating requirements.
7. Identification and cataloging of Agency materiel, world-wide, as well as the preparation, publication and revision of the Agency Supply Catalog.
8. Preparation of budget estimates for operation of Supply Division, ZI Depots, and the Headquarters administrative stock account.

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STATEMENT OF FUNCTIONS  
PLANNING STAFF

1. Develop phased mobilization and war plans in coordination with appropriate elements of the Agency.
2. Conduct long range planning in coordination with appropriate elements of the Agency and the Department of Defense to meet operational requirements, to establish strategic reserves, and to develop plans for major and forward support bases.
3. Develop coordinated logistic support plans, including requirements for facilities, materiel and services, for programs, projects, and operations of the Agency.
4. Develop statistical and experience data for planning and forecasting purposes.
5. Provide research services and technical data to other planning and operating elements of the Agency.
6. Furnish technical logistic guidance and assistance to major Agency planning elements.
7. Originate, develop and execute a logistics visual aid program.

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STATEMENT OF FUNCTIONS  
PROCUREMENT DIVISION

1. Plan, direct, review, and coordinate all covert and overt procurement activities of the Agency.
2. Negotiate, administer, and settle contracts for direct procurement of materiel or non-personal services.
3. Develop new sources of supply.
4. Control Government assets bought or loaned that are held by contractors.
5. Coordinate and conduct interdepartmental procurement from General Services Administration, Department of Defense, Government Printing Office, etc.
6. Coordinate and conduct [REDACTED]
7. Insure proper sterility requirements are met.
8. Provide staff and technical guidance for covert procurement in the field.

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STATEMENT OF FUNCTIONS  
REAL ESTATE AND CONSTRUCTION DIVISION

1. Direct the over-all real estate, construction, and housing programs of CIA, including engineering surveys, appraisals, acquisition, design, construction, utilization, repair, maintenance and utilities.
2. Provide staff and technical direction for all real estate and construction activities in the field.
3. Consult with operational elements of the Agency on proposed or approved projects and programs.
4. Provide architectural and engineering standards and supervision for planning and construction.
5. Provide utilities engineering as required.
6. Provide for the acquisition and utilization of real property.
7. Maintain central records on all Agency real estate and construction.
8. Arrange for the procurement, maintenance and repair of all Headquarters space and telephone facilities.
9. Coordinate all moves within Headquarters and arrange for alterations.
10. Provide telephone operators for Headquarters.



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STATEMENT OF FUNCTIONS  
PRINTING SERVICES DIVISION

1. Conducts the over-all printing services program of the Agency.
2. Provides printing services to Agency field stations, the National Security Council, and other authorized agencies.
3. Maintains technical liaison with Government Printing Office to assure that facilities are available to support Agency programs.
4. Operates and maintains microfilm facilities.
5. Operates and maintains a plant to meet special Office of Current Intelligence requirements.
6. Operates and maintains a plant to meet special Foreign Intelligence reports requirements.
7. Operates and maintains photographic facilities for:
  - a. Offset printing
  - b. Photostat and ozalid reproduction
  - c. Color process work
  - d. Graphics and lantern slide reproduction
  - e. Motion picture and sound reproduction

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STATEMENT OF FUNCTIONS  
ADMINISTRATIVE STAFF

1. Coordinate and consolidate annual budget requirements and justifications; maintain supporting records, and compile material for budget presentations.
2. Develop career services policies, procedures and personnel requirements for the Office of Logistics; assign personnel to logistics type positions throughout the Agency; provide for rotation of personnel to the field; maintain necessary personnel records; furnish advice on personnel problems, and coordinate personnel matters with the Office of Personnel.
3. Receive, control and distribute all documentary material for the Office of Logistics.
4. Initiate studies and surveys, and assist in the establishment of functions, organizational structures and tables of organization; assist in other studies designed to improve management practices.
5. Formulate logistics training programs and courses; develop training requirements for Office of Logistics personnel, and schedule such personnel for training.
6. Provide guidance and assistance to line and staff officials in the preparation of Agency regulations and Office Instructions and procedures; coordinate proposed regulations and furnish comments to the Regulations Control Staff.
7. Supervise the Agency central mail and courier function, providing scheduled and special courier runs within the Agency, to other Government Agencies, and elsewhere as required.
8. Administer a Records Management Program for the Office of Logistics, to include: selecting and depositing documentary material essential to the continuity of the logistical support function; establishing a Reports Control procedure; developing, maintaining and implementing Records Disposal Schedules; and reviewing requests for forms originating within the Office.
9. Establish detailed allotment control procedures for funds allocated to the Office of Logistics.

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Administrative Staff (cont'd)

10. Prepare Office of Logistics space requirements; apportion allotted space and parking permits; and coordinate requests for major repairs.

11. Evaluate Employees Suggestions involving logistics functions or supplies and provide for implementation when necessary.

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STATEMENT OF FUNCTIONS  
TRANSPORTATION DIVISION

1. Develop, recommend and implement regulations and procedures pertaining to the transportation of personnel, equipment and supplies; the operation, use and maintenance of Agency controlled motor vehicles.
2. Provide staff and technical guidance with regard to transportation matters.
3. Formulate plans, policies and technical methods for the training of personnel engaged in transportation activities.
4. Arrange for the movement of Agency personnel, equipment and supplies (including personal effects and privately owned motor vehicles) through channels of the Department of Defense and other Government agencies, as well as via commercial carriers.
5. Provide motor truck transportation for the movement of Agency equipment and supplies in local and long-distance hauls.
6. Provide Headquarters motor pool service and scheduled bus service.
7. Provide maintenance and servicing of all motor vehicles which are registered in the name of the Agency within the Metropolitan area of the District of Columbia.

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